

ASSISTANT CHIEF NURSE, PUBLIC HEALTH

DEFINITION:

Under the general direction of the Chief Nurse, Public Health, to assist with the administration of the Public Health Nursing services; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The Assistant Chief Nurse, Public Health is a one-position class responsible for assisting with the overall administration of the Public Health Nursing Division and acts for the Chief in his/her absence. This position differs from Chief Nurse, Public Health who bears full responsibility for program development and coordination with other services. It differs from Supervising Public Health Nurse who implements programs through subordinate staff.

EXAMPLES OF DUTIES:

Develops, implements and evaluates public health nursing activities; participates in the development and implementation of goals, policies, and procedures for all nursing service; participates in the recruitment, selection, and promotion of nursing staff and provides channels for their professional growth and development; guides and appraises the work of nursing personnel; collaborates with administrative and service personnel to coordinate nursing service functions with departmental programs; serves on various community committees to coordinate public health nursing services with other patient care and educational providers including the field experience of nursing and medical students; contributes to the development of studies, surveys, and investigations to identify and address current public health concerns; participates in the preparation of the annual budget; prepares correspondence, reports, grant proposals and other written material including nursing standards and guidelines; performs related work as required.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- General nursing including nursing theory and principles.
- Public health nursing programs.
- Public health principles and theory.
- Legal aspects of nursing practice.
- Supervisory techniques and personnel management.
- Health and Human Services Agency (HHSA) programs, policy and procedures relating to public health.
- Community resources and their utilization.

General Knowledge of:

- Current nursing education programs.
- Preventive community health care.
- General county government structure and function.
- Budgeting practices and principles.
- Grant writing.

- The General Management System in principle and in practice.

Skills and Abilities to:

- Supervise subordinate staff.
- Administer public health nursing services.
- Effectively communicate, orally and in writing.
- Make decisions and set priorities.
- Motivate staff.
- Maximize staff productivity.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

1. Bachelor of Science degree in nursing from an accredited four-year college or university acceptable to the State for issuance of the California Public Health Nurse Certificate; AND,
2. At least five (5) years (within the last 10 years) of progressively responsible experience in Public Health Nursing. At least (3) three of these must have been in an administrative or supervisory position in an official public health department providing a wide range of community nursing services.

Substitution: A master's degree from an institution with a program accredited by the NLN or approved by APHA for Public Health Nursing, with major studies in administration, supervision, education or consultation is preferred but not required and may be substituted for one year of the supervisory experience.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Working Conditions:

Contact with communicable diseases.

Character:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number, and recency, may be disqualifying. Prior to appointment, candidates offered employment will be subject to a limited security clearance investigation performed by the Health and Human Services Agency (HHSA).